

Madison County, Virginia  
**Application Instructions for Kennel Assistant**  
December 31, 2020

**Madison County**

Madison County is accepting applications for a part-time **Kennel Assistant**. Information on Madison County, the positions and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until the positions are filled with the anticipated review of applications to begin on January 25. EOE

*Following is supplementary information on the positions and application instructions for all interested individuals.*

Kennel Assistants work out of the Madison County Animal Shelter on Shelby Road.

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). Part-time positions are not eligible for these benefits. The pay rate will depend upon the qualifications of the individuals selected.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Madison County Employment; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272 or via email with Madison County Employment in the subject line containing a single pdf file to [jfrye@madisonco.virginia.gov](mailto:jfrye@madisonco.virginia.gov). Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. Unsigned applications will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screen and criminal background investigation.

# Kennel Assistant

Dept/Div: Animal Shelter

FLSA Status: Non-Exempt

## General Definition of Work

Performs manual work providing care and cleaning for animals and facilities at the animal shelter, answering calls, preparing paperwork, and related work as apparent or assigned. Work is performed under the limited supervision of the Senior Animal Control Officer/Shelter Manager.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Cares for the animals in the shelter; feeds, waters, bathes, and administers medications and vaccinations; checks physical condition of animals.

Cleans and disinfects animal cages and kennels, feeding apparatus, and related equipment.

Assists in facility cleaning and maintenance in accordance with local and state guidelines and regulations.

Answers the telephone and provides information to the general public; receives and responds to a variety of inquiries; provides information regarding animal adoptions, care, and shelter operation.

Completes various forms and paperwork including treatment records; prepares and maintains files, forms, records, and reports.

Attends training classes and seminars to advance knowledge of animal care and disaster preparedness.

Stocks various shelter supplies including food, litter, and cleaning supplies.

## Education and Experience

High school diploma or GED and minimal experience in the care and handling of animal and livestock and in dealing with the public, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions and occasionally requires sitting, tasting or smelling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Obtain Animal Facility Operators certification within two years of hire.

Must meet and maintain all training and education requirements for position.

Valid driver's license in the Commonwealth of Virginia.

Complete required NIMS (National Incident Management System) required for disaster operations.

Last Revised: August 14, 2020